

APPENDIX TWO
Site submission information packs

Please Note: that the Consultation Report is a collection of all comments received during the consultation process. Comments included within this document are those of individuals and organisations and do not necessarily represent the views of the District Council.

MID BEDFORDSHIRE DISTRICT COUNCIL
LOCAL DEVELOPMENT FRAMEWORK

SITE ALLOCATIONS DEVELOPMENT PLAN
DOCUMENT (DPD)

INVITATION FOR THE SUBMISSION OF SITES
FOR EMPLOYMENT, RETAIL AND OTHER
COMMERCIAL DEVELOPMENT

INFORMATION PACK



1 THE INVITATION FOR EXPRESSIONS OF INTEREST

- 1.1 As a part of Mid Bedfordshire District Council's Local Development Framework (LDF), which replaces the Adopted Local Plan (2005), the Council is seeking to allocate additional land for employment and commercial purposes.
- 1.2 Under the East of England Plan, the District has to plan for job growth of 11,000 additional jobs between 2001 – 2021. To help provide for this growth in jobs, we are now seeking Expressions of Interest from landowners and developers with land they wish to promote in the LDF for employment and other commercial uses, such as retail, leisure or tourism.
- 1.3 As a result, the Council is inviting you to submit an Expression of Interest for your/your client's land. All Expressions of Interest (referred to as submissions from this point onwards) will be considered by the Council.
- 1.4 The Information Pack explains the information we are seeking at this stage. The pack contains the following:
- an indication of the sustainability matters which submissions must consider;
 - a summary of the key employment issues in the District, which the LDF is seeking to address;
 - the Supporting Statement form which must be completed as part of your submission; and
 - the Appraisal Statement template, with explanatory notes, which must also be completed as part of your submission.
 - Information on how to make your submission and what the next steps are.
- 1.5 Sites that have already been submitted can be viewed by going to the following website www.talktomidbeds.co.uk
- 1.6 Please note that by submitting your Expression of Interest you are accepting that the information will be available to view by any other party, under the Freedom of Information Act (2000).
- 1.7 If you have any questions about what information is required or about the evaluation process, please do not hesitate to contact Nicola Chessum on 01462 611358
- 1.8 The deadline for your submission(s) is **4th April 2008**

2 HOW SUBMISSIONS SHOULD CONSIDER ISSUES OF SUSTAINABILITY

2.1 Landowners and developers wishing to promote a new employment or commercial site through the Council's LDF should be aware that the Council is committed to promoting sustainable development.

2.2 In considering their Expressions of Interest, site owners and developers should be aware of and give consideration to the following issues:

- **Site Location**

Sites which are close, or well linked, to existing Selected or Large settlements are likely to be the most sustainable. Sites which include previously developed land will be specifically encouraged.

- **Access**

Sites should be accessible for employees and customers by a range of means of transport, rather than just the private car. Many businesses also expect to be well connected to the road network and to a range of local amenities.

- **Energy**

The Council will seek to ensure that all future development incorporates energy and water efficiency measures. Developments which include "micro-generation" of energy on site or schemes such as grey water recycling, will be particularly encouraged.

- **Construction and Landscaping**

The Council wishes to see the use of locally sourced construction materials as far as possible in future development. It also wishes to encourage the re-use of existing materials where possible and to ensure development promotes biodiversity through high quality landscaping and habitat creation.

2.3 Expressions of Interest are expected to indicate how proposals will seek to respond to issues of sustainability if allocated. Supporting Statements should outline what type of employment the site could deliver and how this will create benefits for the local population. The Statement should also show how the site will encourage economic diversification and/or network with/benefit existing business users locally.

3 EMPLOYMENT LAND ISSUES IN MID BEDFORDSHIRE

- 3.1 In the 2001 Census, Mid Bedfordshire had a population of 121,000. The population is forecast to grow to 130,000 by 2010. The economy in the District is relatively prosperous and the District enjoys low levels of unemployment. However, the District suffers from substantial out commuting.
- 3.2 The District's employment base is currently mixed and has no one dominant industry, sector or firm.

Pressure for Further Employment Development

- 3.3 The Government is committed to promoting a strong and stable economy and recognises the role that planning has in delivering this. The Draft East of England Plan (RSS14), suggested that the District should plan to deliver 11,000 additional jobs between 2001 – 2021, to broadly align with 11,500 additional dwellings then proposed. The Panel Report into RSS14 has however suggested that a higher level of housing growth, 14,230 dwellings, should instead be provided in the District over the plan period. If that is accepted by the Secretary of State, the Council may consider that a higher number of jobs should also be provided for to ensure a more sustainable balance between jobs and housing growth.
- 3.4 To help ensure that there are sufficient employment sites of a suitable quality to accommodate the growth in jobs required, Mid Bedfordshire carried out an Employment Land Review (October 2006).
- 3.5 The Review assesses the quality and quantity of existing employment land in the District, and makes an assessment, based upon economic forecasting, of the nature of future provision which should be planned for. The Review forecasts that additional jobs should be provided as follows;
- 40% is forecast to be non B1-B8 employment such as leisure, retail, education and health
 - 40% is forecast to be B1 employment, namely offices, light industrial or research and development
 - 20% is forecast to be B8 employment, namely warehousing and distribution.

(See footnote for explanation of Use Classes)

- 3.6 Whilst a detailed analysis of retail needs in the District is yet to take place, previous retail studies and town centre work suggests there may be some potential to build upon the existing retail facilities within the District's town centres adding to their vitality and viability. The District has also experienced an encouraging trend of creating additional jobs in leisure and tourism, and with additional housing and population growth being planned for within and surrounding the District, there are opportunities for new leisure or tourism developments to contribute towards employment growth.
- 3.7 While some new jobs will be accommodated within existing employment sites, new employment development and sites will also be required. The Site Allocations Development Plan Document will include allocations intended to provide the right amount of employment land and opportunities to match the jobs required.
- 3.8 The Council is seeking to allocate land to accommodate both traditional B1-B8 employment and non B1- B8 employment land uses. Non B1-B8 employment can include the whole range of commercial uses, including retail, leisure, tourism and some elements of public sector employment.
- 3.9 In addition, sites which owners believe have the potential to be mixed use developments, i.e. those which are developed to incorporate both residential and employment elements, should also be submitted at this time. For such proposals, submissions should include information on potential employment, and include indicative details on number, type and design of dwellings, together with an indication of the way the site would be divided between different uses.

Mid Bedfordshire: Findings of the Review

- 3.10 The Employment Land Review will be published for comment with the LDF Core Strategy 'Preferred Options' document. This document is due to be published in August 2007.
- 3.11 There are a number of key findings from the Review which help describe the Mid Beds economy and detail where demand for new business use is likely to take place in the future. Much of this information came from a survey of businesses across the District. Some of the findings are:
- The bulk of businesses in Mid Bedfordshire are small employers, with 55% of businesses who responded to the survey having 10 employees or fewer. A further 30% had between 11 and 50 employees.
 - Many businesses prefer smaller units. Research showed that there may be a shortage of smaller units in the District.
 - 60% of businesses responding to the survey expect to grow

- in size over the next three years.
- 33% of businesses said that they would be looking to relocate at some point in the next five years. A further 5% thought that they would relocate in the next five to ten years.
- However, 84% of respondents considered their premises adequate for the immediate future
- When asked about specific factors relating to their current site, in general, respondents were most satisfied with their site's access to the road network, but least satisfied with their ability to recruit new staff and with nearby amenities.

3.12 Important requirements which were identified when looking for new premises were:

- affordable rent;
- a location accessible to main transport routes;
- flexibility of lease terms and units; and
- a location close to a source of employees.

Footnote:

Classes of Use set out in the Town and County Planning (Use Classes) Order (1987)

B1	Business (Offices, research and development, light industry)
B2	General Industrial
B8	Storage and Distribution

4 GUIDANCE ON COMPLETING THE APPRAISAL STATEMENT

4.1 An Appraisal Statement should be a simple, clear expression of the suitability of a site for employment, commercial or mixed use development.

4.2 The Appraisal should be relatively short and contain a concise summary of the character of the site. It should also seek to identify both the opportunities and constraints of the site. The key characteristics, site opportunities and constraints should be illustrated on a 'Development Constraints and Opportunities' plan (at either 1:2500 or 1:1250 scale)

4.3 There are four key sections which you are asked to complete:

- **Site Character**

This section should stipulate the gross site area and describe the broad characteristics of the site. Information will include a description of the boundaries, topographical information and details of current and former uses.

- **Sustainability Indicators**

This section should include information about sustainability. Please refer to Section 4.

- **Development Constraints**

This section should outline potential constraints to development on the site. At this stage it should not consider in detail how these might be overcome, but should acknowledge their existence and indicate how you consider they are likely to be addressed. Constraints will include issues such as possible access problems, contamination, any difficulties in connecting to services such as utilities, or particular designations which could affect the site. It should also acknowledge features of the site which could affect the design and layout of any scheme, such as particular topographical issues, footpaths etc.


- **Development Opportunities**

This section should detail the commercial opportunities for the site and why you feel it would be suitable as a site for employment and/or commercial use. It should give consideration to the types of unit which would be most suited to the site, e.g. small offices or light industrial units, distribution warehouses, a leisure use etc. It should also illustrate how the development would positively respond to the site's characteristics and its

location. If for example, you consider development of your site could help justify a new bus service needed in the local area, help complete a missing footpath or cycleway link etc. you should set this out within your submission.

- 4.4 Your consideration of development constraints and opportunities should then inform preparation of an indicative site layout plan, to be submitted with your Supporting Statement. That plan should indicate the style of development you propose. Detailed design/concept schemes do not need to be submitted with your submission though you may find it helpful to propose such details. Your submission should also indicate your assessment of net developable area, potential floorspace and the potential employment outturn of your proposals.

APPRAISAL STATEMENT

<p>INSERT LOCATION PLAN</p>	 <p>APPRAISAL STATEMENT: SITE ANALYSIS</p>
<p>Site character</p> <ul style="list-style-type: none"> • Relationship to adjacent land uses. • Description of boundaries such as road, railway, field boundary etc. • Topographical information • What are the current access arrangements? • Current and previous use(s) • What are the current views from and across the site? 	<p>Sustainability Indicators</p> <ul style="list-style-type: none"> • Where is the site located and how close is it to existing settlements or development? • Where and how far is the nearest bus stop? • Where and how far is the nearest railway station? • Where and how far is the nearest A road? Which route would be taken to get to it? • Does a footway/cycleway run past your site?
<p>Development constraints</p> <ul style="list-style-type: none"> • Is the site within, or adjacent to, floodplain? • Would access need to be significantly improved as a part of any development? Would this limit the type or scale of the development? • Are there known to be any likely areas of contamination? If so, what are they? • Can the site be connected to services/utilities including broadband? • Are there any designations on or adjacent to the site, e.g. Greenbelt or Nature Conservation Site? • Does the site lie within or adjacent to a Conservation Area? • Are there any footpaths or bridleways across the site? • Are any of the site boundaries likely to limit the scope for development? • How might the site affect its neighbours? 	<p>Development opportunities</p> <ul style="list-style-type: none"> • What types of employment are suited to the site, e.g. leisure, office units etc. Why? • What size of units are suited to the site? Why? • Design concept. How would development be able to positively respond to its location and local character? • Are there any features of the site or its location which could be utilised and built upon by development?

5. GUIDANCE ON COMPLETING SUPPORTING STATEMENT

5.1 The Supporting Statement requires the following information:

- Your contact details and your (your clients) legal control of the site.
- The site name and address, and if known, the grid reference
- Contact details of the site owners (if this is not yourself).
- The current use of the site, its area and how many permanent jobs you anticipate it could deliver through development.
- Whether any attempt has been made to promote the site in the past through the Local Plan. If you are able to, please quote the previous Council reference number (DDxxxx).
- Information on deliverability. Could multiple ownership or other constraints potentially hinder the development of this site? If the site were to be allocated, how soon could it be developed?
- Supporting information. This is your opportunity to “sell” your site, and tell us why you feel it would be suitable for employment allocation.

5.2 To help illustrate your proposals the Supporting Statement should include an indicative site layout plan at the same scale as your site constraints plan (i.e. 1:2500 or 1:1250). Any additional plans or photographs can also be appended to the Supporting Statement if you wish.

SUPPORTING STATEMENT

Full Name (including title)		Job Title (if applicable)	
Organisation			
Address			Postcode
Telephone		Email	
You are? (please delete as appropriate)	Land Owner	Agent	Other (please specify):
Site name			
Site address			Postcode
Parish		Grid reference	
Current Owner/s; Name and Address (if applicable)			
Current use(s)			
Size (ha)		No of Jobs Likely to be created?	
Have attempts been made in the past to get this site allocated?	Yes (include reference is known)	No	Do Not Know
Information on Deliverability			
Supporting Statement (no more than 1000 words)			
N.B. You may attach any photographs if you wish.			

6 NEXT STEPS

6.1 All submissions should be received by **4th April 2008**.

6.2 Please send completed documents to:

Local Development Framework
Mid Bedfordshire District Council
Priory House
Monks Walk
Chicksands
Shefford SG17 5TQ

6.3 Electronic submissions will be accepted. Electronic submissions can be sent by email to ldf@midbeds.gov.uk. Site plans can be attached as PDF files.

6.4 Anyone making a submission must ensure the following documents are submitted:

1. A completed Appraisal Statement
2. A completed Supporting Statement
3. Three plans:
 - a. the site location;
 - b. the constraints/opportunities associated with developing the site; and
 - c. indicative development layout.
4. Any additional plans or photographs which may provide further information about the site.

6.5 The Local Development Scheme sets out the Council's timetable for preparation of the LDF. A downloadable version of the Local Development Scheme is available at:

www.midbeds.gov.uk/services/planning/local_plan/local_development_scheme.asp

- ◆ This information can be provided in an alternative format or language on request (01462 611358)
- ◆ যদি অনুরোধ করেন তাহলে অন্য কোনও আকারে বা ভাষায় এই তথ্য আপনি পেতে পারেন।
(01462 611358)
(Bengali)
- ◆ 你可以要求以另一種格式或語言提供這些訊息
(01462 611358)
(Chinese)
- ◆ ਏਹ ਜਾਣਕਾਰੀ ਬੇਨਤੀ ਕੀਤੇ ਜਾਣ 'ਤੇ ਕਿਸੇ ਹੋਰ ਸ਼ਕਲ ਜਾਂ ਬੋਲੀ ਵਿਚ ਮਿਲ ਸਕਦੀ ਹੈ।
(01462 611358)
(Punjabi)
- ◆ یہ معلومات آپ کے درخواست کرنے پر متبادل ڈیزائن یا زبان میں مہیا کی جاسکتی ہیں۔
(01462 611358)
(Urdu)
- ◆ Questa informazione puo' essere fornita su richiesta in un altro formato o un'altra lingua telefonando al numero
(01462 611358)
(Italian)
- ◆ Informację tą można uzyskać również w innym formacie lub innym języku dzwoniąc pod numer
(01462 611358)
(Polish)

**Development Plans Team
Mid Beds District Council
Priory House
Monks Walk
Chicksands
Shefford
Bedfordshire
SG17 5TQ**

Tel: 01462 611358

**Email: LDF@midbeds.gov.uk
Website: www.midbeds.gov.uk**

MID BEDFORDSHIRE DISTRICT COUNCIL
LOCAL DEVELOPMENT FRAMEWORK

SITE ALLOCATIONS DEVELOPMENT PLAN
DOCUMENT (DPD)

**INVITATION FOR THE SUBMISSION OF SITES
FOR RESIDENTIAL DEVELOPMENT**

INFORMATION PACK



1 THE INVITATION FOR EXPRESSIONS OF INTEREST

- 1.1 As part of Mid Bedfordshire District Council's Local Development Framework (LDF), which replaces the Adopted Local Plan (2005), the Council is seeking to allocate additional land for housing.
- 1.2 The District is required to provide a total of 14,230 new dwellings during the period 2001-2021. A proportion of these dwellings has already been completed or committed, but to help provide for the remainder, we are now seeking expressions of interest from landowners and developers who wish to promote land for residential purposes.
- 1.3 You are invited to submit you or your client's land as an expression of interest for this purpose. All expressions of interest will be considered by the Council.
- 1.4 This information pack explains the information we are seeking at this stage. The pack contains the following:
- A summary of the key housing issues in the District;
 - an indication of the sustainability issues which submissions must consider;
 - an Appraisal Statement template, with explanatory notes, which must be completed as part of your submission;
 - a Supporting Statement form which must be completed as part of your submission; and
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- 1.7 If you have any questions about what information is required or about the evaluation process, please do not hesitate to contact Nicola Chessum on 01462 611358
- 1.8 The deadline for your submission(s) is **Friday 4th April 2008**.

2 HOUSING LAND ISSUES IN MID BEDFORDSHIRE

Regional Spatial Strategy (RSS14)

- 2.1 The draft revision to the Regional Spatial Strategy for the East of England (RSS14) was published in December 2004. The Draft RSS suggested that 8,270 additional dwellings should be provided within Mid Bedfordshire (not including the Marston Vale area) between 2001-2021. However, the Panel Report into the East of England Plan (June 2006) recommends an increase in housing provision for Mid Bedfordshire from 8,270 to 11,000 dwellings in the period 2001-2021. If this is accepted by the Secretary of State, this would be an increase of 2,730 dwellings.

Milton Keynes and South Midlands Sub-Regional Strategy (MKSM)

- 2.2 Bedford, Kempston and the northern Marston Vale form one of the identified growth areas in the MKSM Sub Regional Strategy. The strategy requires that 19,500 dwellings are provided in this area between 2001-2021 with 3,230 of the 19,500 being provided within Mid Bedfordshire.

- 2.3 If the Panel's recommendations are adopted by the East of England Plan, the District will therefore be required to provide a total of **14,230** new dwellings in the period 2001-2021.

Progress in meeting these targets

- 2.4 At 31st March 2006 the total number of completions in the RSS14 area since 2001 was 3,116 dwellings. However, if all the outstanding commitments were to come forward this total could reach 8,956 new dwellings, resulting in a shortfall of 2,044 dwellings. When the same calculations are applied to the MKSM area, there is a shortfall of 161 dwellings.

Gypsy and Traveller Accommodation Need

- 2.5 The recently published Gypsy and Traveller Accommodation Needs Assessment found a need for 74 households to be accommodated on new permanent site pitches between 2006 – 2011 across Bedfordshire and Luton. This accommodation is required to deal with the backlog of demand existing within the study area, and to meet emerging demand from new family formation. The assessment recommends that just over a quarter of the identified need for the sub region should be made in Mid Bedfordshire. This equates to 20 pitches in Mid Bedfordshire from 2006 to 2011.

- 2.6 The Gypsy and Traveller Development Plan Document will address this need, by including policy criteria to judge applications for Gypsy and Traveller sites, as well as allocations for Gypsy and Traveller sites to accommodate this need identified. However, as part of the search for residential sites, the Council would consider the delivery of housing allocations that include a proportion of the site for Gypsy and Traveller pitches.

Previously Developed Land

- 2.7 The Government is committed to increasing the proportion of new homes built on previously developed land. The Government's national target is that by 2008, 60% of new housing development should be provided on previously developed land. The Panel Report into the East of England Plan (June 2006) confirms a regional target of 60%, though it makes it clear that the extent to which this will be achieved across the region will vary.
- 2.8 The Council has carried out an Urban Potential Study focussing on the 23 larger settlements in the District. The study estimates that of the 14,230 dwellings required by RSS14 and MKSM, up to 7,790 dwellings could be provided on brownfield land over the period 2001-2021. This equates to 55% of all housing completions in the period. The Council is of the view that 55% is an appropriate target for housing completions on previously developed land over the period up to 2021.

Urban Potential

- 2.9 The Urban Potential Study (2006) has been produced to help identify sources of potential for new residential development within the District up to 2021. The study has been prepared as one of the key technical reports to inform the Council's LDF Core Strategy and the Site Allocations Development Plan Documents (DPDs).
- 2.10 As well as helping to set a brownfield target, the Study has identified an additional realisable urban potential for **2,912** dwellings that could be achieved between 2006-2021.
- 2.11 The Study has looked at the following sources of urban potential:
- Subdivision of existing houses
 - Flats over shops
 - Previously developed vacant land and buildings (non housing)
 - Intensification of existing residential areas
 - Redevelopment of existing housing
 - Redevelopment of car parks
 - Conversion of commercial buildings
 - Review of existing housing allocations in the Local Plan
 - Review of other existing allocations in the Local Plan
 - Vacant land not previously developed (within Settlement Envelopes)
- 2.12 The above figure of 2,912 relates to potential which could come forward from sites within or abutting the Settlement Envelopes of Selected Settlements and Large Villages only. It does not include those sites which already have planning permission or are allocated in the Local Plan.

Affordable Housing

- 2.13 There is a need in Mid Bedfordshire for more affordable housing and the Government expects the planning system to assist in tackling the shortage. The current requirement for affordable housing in Mid Bedfordshire is 28%. This relates to all sites that are a) allocated for residential development, and b) unidentified windfall sites of 25 units or more (or 1.0 hectares and over). On windfall sites within settlements of less than 3,000 population the target for affordable housing is 20%.
- 2.14 The requirements for affordable housing will be reviewed in light of a higher regional requirement of 35%, and anticipated Government Guidance (Planning Policy Statement 3, currently in draft form). The Council is currently looking at this issue and will produce a technical report to inform emerging policies in the LDF.

Community Facilities

- 2.15 It is important that new community facilities are provided in order to meet the needs of a growing population. The Mid Bedfordshire District Council Infrastructure Audit (2006) highlights those key facilities for which there is a current deficit and states whether new facilities would be required as a result of growth. The document details the cost of provision and discusses the role that development can play in providing for new facilities. Whilst the complete document is not available until the Spring, a copy of the Infrastructure Audit Executive Summary is available on request.

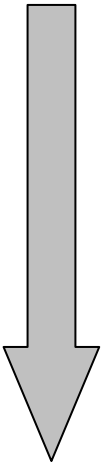
3 HOW SUBMISSIONS SHOULD CONSIDER ISSUES OF SUSTAINABILITY

3.1 Those wishing to promote new housing sites through the Council's LDF should be aware that the Council is committed to promoting sustainable development.

3.2 When completing the Appraisal Statement and Supporting Statement, site owners and developers should be aware of and give consideration to the following issues:

- **Location - The Sequential Approach**

Sites which are close, or well linked to existing Selected Settlements or Large Villages are likely to be the most sustainable as they are well located in relation to existing facilities and services and reduce the need to travel by car. In allocating land for housing development a sequential approach will be applied with previously developed land within existing built up areas the most desirable location. The Sequential Approach is outline below.

	Residential Development
<p>Most desirable</p>  <p>Least desirable</p>	Previously developed land within existing built up areas (not safeguarded employment sites identified as fit for purpose)
	Previously developed land adjacent or close to identified settlements
	Greenfield sites adjacent to built-up areas with appropriate levels of facilities to serve additional residents
	Greenfield sites not within Green Belt or landscape areas of high value and sensitivity, where there is access using a choice of transport to amenities and services.
	Remote greenfield sites.

- **Transport Links**

Sites should be well located for access to public transport in order to reduce the number of journeys made by car.

- **Development Scale**

The scale of the proposed site should be appropriate to its area. Proposals that are of a disproportionate size in relation to the existing settlement will not be considered favourably.

- **Housing Density and Mix**

The Government requires land to be used more efficiently and requires that residential development should be built to a minimum of 30 dwellings per hectare. The Council will require greater densities in town centre locations or for developments that would benefit from higher densities such as homes for the elderly and first time buyers.

The Council is keen to promote balanced communities and encourages a mix of dwelling types and sizes on individual development sites. This brings variety and character to a housing development and also helps to meet the full range of housing needs in the District.

The Council will welcome the promotion of sites which include some potential for the delivery of Gypsy and Traveller pitches as part of the allocation. This could include as little as two pitches only. A pitch is the space provided for a trailer/mobile home.

- **Construction**

The Council wishes to see the use of locally sourced construction materials as far as possible in future development. It also wishes to encourage the re-use of existing materials where possible, and promote sustainable building design.

- **Environmental Features**

The Council is keen to promote the inclusion of environmental and sustainable features within new development. Features may include solar energy, wind energy, green roofs, grey water recycling facilities etc. Development should also promote biodiversity through high quality landscaping and habitat creation, whilst protecting existing natural features.

3.3 Expressions of Interest are expected to indicate how proposals will seek to respond to issues of sustainability if allocated.

4 GUIDANCE ON COMPLETING THE APPRAISAL STATEMENT

4.1 The appraisal statement should be a simple, clear expression of the suitability of a site for housing or mixed use development.

4.2 The appraisal should be relatively short and contain a concise summary of the character of the site. You should also attach a '**Site Location Plan**' at a scale of 1:1250, 1:2500 or 1:5000, with the boundaries of the site edged in red. Your appraisal should seek to identify both the opportunities and constraints of the site and take into account sustainability issues. The key characteristics, site opportunities and constraints should be illustrated on a '**Site Appraisal Plan**' (at either 1:1250 or 1:2500 scale).

4.3 There are 4 key sections which you are asked to complete:

- **Site Character**

This section should stipulate the gross site area and describe the broad characteristics of the site. Information will include a description of the boundaries, topography and details of current and former uses.

- **Sustainability Indicators**

This section should include information about sustainability, and specifically the location of the site in relation to facilities and services. (Please also refer to Section 2)

- **Development Constraints**

This section should outline potential constraints to development on the site. At this stage it should not consider in detail how these might be overcome, but should acknowledge their existence and indicate how you consider they are likely to be addressed. Constraints will include issues such as possible access problems, contamination, any difficulties in connecting to services such as utilities, or particular designations which could affect the site. It should also acknowledge features of the site which could affect the design and layout of any scheme, such as particular topographical issues, footpaths etc.

- **Development Opportunities**

This section should detail the housing opportunities for the site and why you feel it would be suitable for residential use. It should give consideration to the types of dwelling which would be most suited to the site and describe broadly how the development would positively respond to the site's characteristics and its location.

4.4 The enclosed template is provided to assist you in submitting this information. You may use a different layout if you wish.

5. GUIDANCE ON COMPLETING THE SUPPORTING STATEMENT

5.1 The supporting statement requires the following information:

- Your contact details and your (your clients) legal control of the site.
- The site name and address, and if known, the grid reference
- Contact details of the site owners (if this is not yourself).
- The current use of the site, its area and how many homes you anticipate it could deliver through development.
- Whether any attempt has been made to promote the site in the past through the Local Plan. If you are able to, please quote the previous Council reference number (DDXXXX).
- Information on deliverability. Could multiple ownership or other constraints potentially hinder the development of this site? If the site were to be allocated, how soon could it be developed?
- Supporting information. This is your opportunity to “sell” your site, and tell us why you feel it would be suitable for allocating as housing.
- You should include an ‘**Indicative Development Layout Plan**’ at the same scale as your Site Appraisal Plan (i.e. 1:1250 or 1:2500 scale) to help illustrate your proposals.
- Additional plans or photographs can also be appended to the Supporting Statement if you wish.

5.2 Please complete the enclosed table using the above guidance to help you.

SUPPORTING STATEMENT

Full Name (including title)		Job Title (if applicable)	
Organisation (if applicable)			
Address			
Postcode		Email	
Telephone No(s).			
You are? (please delete as appropriate)	Land Owner	Agent	Other (please specify):
Site name			
Site address			
Post code		Grid reference (if known)	
Current Owner/s; Name and Address (if applicable)			
Current use(s) of site			
Size (hectares)		Number of homes likely to be provided	
Have attempts been made in the past to get this site allocated?	Yes (include reference if known)	No	Do not know
Information on Deliverability			
Supporting Statement (no more than 1000 words)			

N.B you may attach any photographs if you wish.

APPRAISAL STATEMENT TEMPLATE

Site Name:

SITE CHARACTER

- Gross site area (hectares)
- Relationship to adjacent land uses
- Description of boundaries such as road, railway, field boundaries etc.
- Topographical information
- Views from and across the site
- Current access
- Existing and previous use(s)

SUSTAINABILITY INDICATORS

- Where is the site located and how close is it to existing settlements?
- Where and how far is the nearest railway station?
- Where and how far is the nearest bus stop?
- Where and how far is the nearest A road?
- Where and how far are the nearest schools?
- Where and how far are the nearest shops?

DEVELOPMENT OPPORTUNITIES

- How many homes could the site deliver?
- Could the site be developed for mixed use purposes? (i.e. housing and employment)
- Design concept – how would development be able to positively respond to its location and local character?
- Are there any features of the site or its location which could be utilised and enhanced by development?

DEVELOPMENT CONSTRAINTS

- Is the site within or adjacent to a floodplain?
- Does the site lie within or adjacent to a Conservation Area?
- Area there any designations on or adjacent to the site, e.g. Green Belt, SSSI, County Wildlife Site?
- Are there any public rights of way across the site?
- Are there known to be any likely areas of contamination?
- Are there any problems with access?
- Are any of the site boundaries likely to limit the scope for development?
- How might the site affect its neighbours?

6 NEXT STEPS

- 6.1 All submissions should be received by **Friday 4th April 2008**.
- 6.2 Anyone making a submission must ensure that the following documents are submitted:
1. A completed Appraisal Statement
 2. A completed Supporting Statement
 3. 3 plans:
 - a) The site location (1:1250, 1:2500 or 1:5000 scale)
 - b) A site appraisal plan showing constraints and opportunities (1:1250 or 1:2500 scale)
 - c) An indicative development layout plan (1:1250 or 1:2500 scale)
 4. Any indicative plans or photographs which may provide further information about the site.

- 6.3 Please send completed documents to:

Local Development Framework
Mid Bedfordshire District Council
Priory House
Monks Walk
Chicksands
Shefford
SG17 5TQ

- 6.4 Electronic submissions will be accepted. An electronic version of this information pack can be provided on request.

Please send your electronic submissions by email to:

LDF@midbeds.gov.uk

Please attach site plans as PDF or JPEG files.

- 6.5 If you need help or have a query please contact Nicola Chessum on 01462 611358 or send an email to the above address.

- ◆ This information can be provided in an alternative format or language on request (01462 611358)

- ◆ যদি অনুরোধ করেন তাহলে অন্য কোনও আকারে বা ভাষায় এই তথ্য আপনি পেতে পারেন।
(01462 611358)
(Bengali)

- ◆ 你可以要求以另一種格式或語言提供這些訊息
(01462 611358)
(Chinese)

- ◆ ਈਹ ਜਾਣਕਾਰੀ ਬੇਨਤੀ ਕੀਤੇ ਜਾਣ 'ਤੇ ਕਿਸੇ ਹੋਰ ਸ਼ਕਲ ਜਾਂ ਬੋਲੀ ਵਿਚ ਮਿਲ ਸਕਦੀ ਹੈ।
(01462 611358)
(Punjabi)

- ◆ یہ معلومات آپ کے درخواست کرنے پر متبادل ڈیزائن یا زبان میں مہیا کی جاسکتی ہیں۔
(01462 611358)
(Urdu)

- ◆ Questa informazione puo' essere fornita su richiesta in un altro formato o un'altra lingua telefonando al numero
(01462 611358)
(Italian)

- ◆ Informację tą można uzyskać również w innym formacie lub innym języku dzwoniąc pod numer
(01462 611358)
(Polish)

**Development Plans Team
Mid Beds District Council
Priory House
Monks Walk
Chicksands
Shefford
Bedfordshire
SG17 5TQ**

Tel: 01462 611358

**Email: LDF@midbeds.gov.uk
Website: www.midbeds.gov.uk**